

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Transfer Lump Sum Separation Pay to Savings Plus Program	REFERENCE NUMBER: 2005-033
DATE ISSUED: 9/27/2005	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefit Officers
Personnel Officers
Personnel Transaction Supervisors
Personnel Transaction Staff**

FROM: Department of Personnel Administration
Savings Plus Program

CONTACT: Savings Plus Program
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This PML updates the Q&A that was attached to [PML 2002-065](#) regarding the transfer of lump-sum separation payments to Savings Plus accounts. The new Q&A, attached, simply reflects the increased annual contribution limits for Savings Plus; there are no policy or rule changes.

The [Request to Transfer Lump-Sum Separation Pay](#) booklet also has been updated to reflect the higher contribution limits. Please ensure employees use this revised booklet and application form when requesting transfer of a lump-sum separation payment to their Savings Plus account.

To refresh your memory, employees may cash out unused leave credit and transfer the funds to a Savings Plus 401(k) or 457 plan or a 403(b) tax-sheltered annuity. The request must be made five business days prior to separation.

The State Controller's Office will conduct workshops in October about the special handling required to process year-end separations. In addition, the State Controller's Office issued [Personnel Letter 02-025](#) and [Personnel Letter 04-012](#) about lump sum deferrals.

If you have questions, please contact April Latino, Program Analyst, at (916) 324-3443.

/s/Lura Franzella

Lura Franzella
Administrator, Savings Plus Program